

## NEIGHBORHOOD ASSISTANCE PROGRAM

### CONTRIBUTION NOTIFICATION FORM E (CNF-E)

Required for all **cash donations from individuals** made between July 1, 2004 and June 30, 2005

(SEE BACK FOR INSTRUCTIONS BEFORE COMPLETING)

#### PART I. TO BE COMPLETED BY DONOR (TYPE or PRINT ONLY)

<p>1. (Mr./Mrs./Ms./Dr.) _____ (Circle One) Name of Donor (one name only)</p> <p>2. _____ Address</p> <p>_____</p> <p>City, State, Zip Code</p> <p>_____</p> <p>Telephone Number With Area Code</p> <p>3. Social Security # _____ (Required for Tax Documentation)</p>	<p>4. Date of donation: ____ / ____ / ____ to ____ / ____ / ____ (Actual date of donation / Beginning to ending date)</p> <p>5. Value of donation \$ _____</p> <p>No tax credit will be issued for a donation of less than \$500 or in excess of \$1,666.67. A maximum of \$750 in tax credits shall be issued to an individual or to a married couple in a taxable year. <b>The value of the tax credit is equal to 45% of the donation.</b></p> <p><b>NOTE: Only <u>CASH</u> donations are eligible for NAP tax credits. (Refer to instructions on back).</b></p>
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NOTE: Determining the effect of making a donation for tax credits on a donor's tax liability is the sole responsibility of the donor. Before making a donation or when tax related questions occur, donors are encouraged to seek advice from their tax accountant or other tax advisor.

#### PART II CERTIFICATION BY DONOR

<p>I certify that the above information is accurate and describes a <b>cash</b> donation made to the Neighborhood Assistance Organization. I understand that if I falsify information, I may be subject to penalties prescribed by the Virginia Departments of Taxation and Social Services. Please sign, date, and return this form to the NAP organization for completion. A tax credit certificate will be mailed to you from the Department of Social Services.</p>	
<p>_____</p> <p>Date</p>	<p>_____</p> <p>Signature of Donor</p>

#### PART III TO BE COMPLETED BY ORGANIZATION (TYPE or PRINT ONLY)

<p>I certify that the above individual has made the donation indicated above to this organization and I have documentation supporting the donation. I understand that if I falsify information, I may be subject to penalties prescribed by the Virginia Departments of Taxation and Social Services.</p>	
<p>1. _____ (Organization Name as listed on Approval Certificate)</p>	<p>2. Project I.D. # _____ (See Organization Approval Certificate)</p>
<p>3. Organization Address: _____ Phone # _____ (Street, City, State, Zip Code) (Include Area Code)</p>	
<p>4. Neighborhood Assistance Organization Approval Year: <u>07 / 01 / 2004 - 06 / 30 / 2005</u></p>	
<p>_____</p> <p>Date</p>	<p>_____</p> <p>Signature of Neighborhood Assistance Organization Designee</p>

## INSTRUCTIONS FOR CONTRIBUTION NOTIFICATION FORM E (CNF-E)

Use for all **cash** donations from individuals made between July 1, 2004 and June 30, 2005.

### General:

- Determining the effect of making a donation for tax credits on a donor's tax liability is the sole responsibility of the donor. Before making a donation, or when tax related questions occur, donors are encouraged to seek advice from their tax accountant or other tax advisor.
- Donations must be made with no strings attached.
- NAP approved organization must retain a copy of the supporting documentation (see Reference Sheet) in their files, attach a copy of the check to the CNF-E, and mail to DSS. Failure to follow these guidelines may result in a donor's loss of the tax credit.

### Specific Instructions:

#### PART I

- Items 1-2: Name of individual who made the donation, mailing address and phone number of individual. Please circle or underline appropriate title – Mr./Mrs./Ms./Dr. Use one name only.
- Item 3: Social Security # of donor is required for tax purposes.
- Item 4: Enter the actual date or dates (beginning and ending) over which donation was given. The minimum \$500 cash donation must be met between the period July 1 - December 31 or between January 1 – June 30 to qualify for a NAP tax credit.
- Item 5: No tax credit will be issued for a donation of less than \$500 or in excess of \$1,666.67. A maximum of \$750 in tax credits shall be issued to an individual or to a married couple in a taxable year. The value of the tax credit is equal to 45% of the donation. Only cash donations are eligible. (Stock, goods, etc. are not eligible for NAP tax credits).

**PART II** Sign and date the certification. Return the CNF to the NAP organization.

**NOTE: Incomplete and/or illegible Contribution Notification Forms will be returned.**

<b>A tax credit may be taken by an individual only to the extent they have not claimed a deduction for the donation amount on their federal income tax return.</b>
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